

The following instructions are to be used as guidance on how to print out the correlation results from MatchPoint or download the results from Huddle which will accompany the report when using the NIBIN – Electronic Signature request.

Procedure

1. Once the analyst is ready to complete the report, the analyst will need to fill out the following information on the report:

- a. The Submission description will be completed. The following is an example of how the description can be completed:

Submission #:	001. #1 of 1 Plastic bag with "Shell casings"
	Two (2) fired .40 S&W caliber cartridge cases marketed by CBC, submissions 001-1 and 001-5
	Three (3) fired .40 S&W caliber cartridge cases marketed by Federal, submissions 001-2 through 001-4
	One (1) fired .40 S&W caliber cartridge case marketed by Winchester, submission 001-6
	Three (3) fired 9mm Luger caliber cartridge cases marketed by Blazer, submissions 001-7 through 001-9

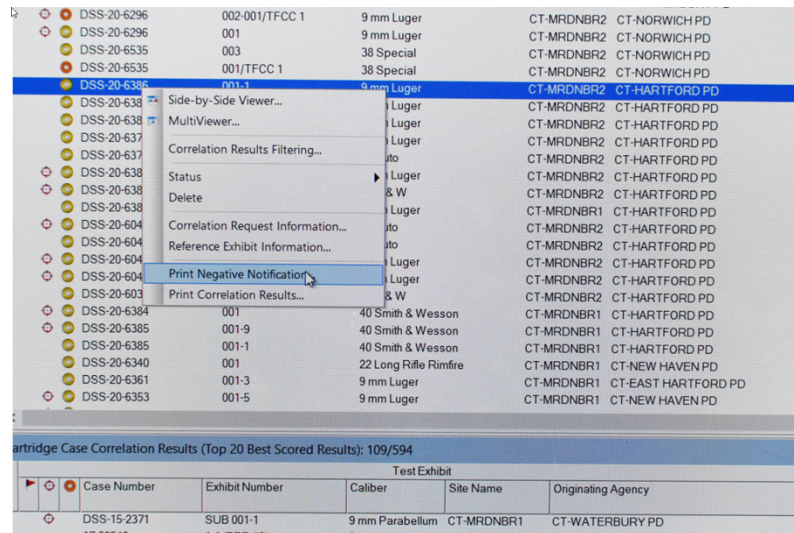
- b. In the Results of Examination location, the analyst will indicate the submission(s) entered into NIBIN along with the date of entry.

Submission(s) entered into NIBIN: 001-2 and 001-7

Date of entry: 12/31/2020

- c. After the “date of entry”, the Results of Examination Section can also be used to add additional information such as:
 - 1) Evidence is being retained at the Laboratory for further analysis.
 - 2) A possible intra-case link was made if completed by personnel at DSS.
(Example: submitted weapon and cartridge case evidence in the same case are possibly linked to each other.)
 - 3) Side-by-side request for review if completed by personnel at DSS.
 - d. Upon completion of the Draft Report, the report will be printed to submit for Technical Review. If the analyst at DSS is conducting the correlation, the analyst will include the Negative Notification or the NIBIN Lead Notification paperwork with the report for the technical review.
 - e. If the analyst has not generated the NIBIN notification printout to accompany the report, the following steps are used for guidance.
 - f. If no association/lead is made on the exhibit entry, a Negative Notification will be printed by right clicking on the exhibit to open up the drop-down menu. The analyst will then select the “Print Negative Notification”

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- g. If an association/link is made, the analyst will choose the “Print Positive Notification”.
- h. When the print menu appears, the analyst should make sure that the “include page count” and “include user name” boxes are unchecked. Once those are un-checked, the analyst may proceed to printing the report.

2. Correlation reviews are conducted either by the National NIBIN Correlation and Training Center (NNCTC), contractors located at another agency or by examiners located at DSS.

- a. The following statement will be added to the Results of Examination Section when the NNCTC conducts the correlation of the NIBIN acquisitions:

“The National NIBIN Correlation and Training Center (NNCTC) located in Huntsville, Alabama has conducted the correlation review of the submission(s) entered. If a lead was developed, the primary investigating officer on the laboratory request will receive the NNCTC Lead memo via email. These submission(s) will continue searching and if any future leads are developed, the listed investigator will be emailed the lead by the NNCTC.”

- b. If another entity is conducting the correlation review, the report will indicate who is conducting the review and their address will be included on the report.

“Correlation candidates were reviewed by (Name of Entity) located at (Address of Entity).”

**State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services**

Documents outside of the QMS are considered uncontrolled.

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If an examiner at DSS verifies the lead, the report will indicate as follows:

*“Correlation candidates were reviewed by (Name of Entity) located at (Address of Entity).
NIBIN leads were verified by the Examiner listed below.”*

- c. If the review of the correlation candidates is being conducted and then final verification is conducted in-house at DSS, the report will indicate that both were conducted at DSS.

Reporting of Results from NNCTC - Procedure

1. The NNCTC will report out “leads” and “no leads” to within 24-48 hours in Huddle. In some instances, NNCTC may request that the ring placement orientation, caliber, breech face mark, make on an acquisition be corrected and re-synced before a final result can be provided. In these circumstances, a copy of the email and the modification will need to be included in the case file.
2. The following is guidance on handling of paperwork and relating of cases for leads in JusticeTrax.

NNCTC Leads / No Leads

1. After receiving the NNCTC Lead or No Lead notification via Huddle, the analyst will review the PDF and update the result on QR-10 (NIBIN Screening Worksheet) or the case notes of the firearms case file. The analyst will forward this lead using the NIBINCT@ct.gov email to the group contacts of the entry and related case contacts for the PD, ATF and Lab adding in a “Read Receipt” request.
2. The analyst should save the notifications (leads/no-leads) to their case file in the FAH Drive and a copy of this will be uploaded to the main case in Images/Attachment area of JusticeTrax.
3. All cases that are reported as a lead will be “related” in JusticeTrax. See step “f” of this section for how language to be added to the “Notes” section.

Related Laboratory Cases			
Case	Local Case #:	Notes	Related By
DSS-18-000117	1800027	Nibin Lead	Larry Mazzola
DSS-19-004490	1925856	Nibin Lead	Larry Mazzola
DSS-20-003463	202020404	Nibin Lead	Larry Mazzola

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4. Additionally, the PDF that was included in the NNCTC email notification will be uploaded to the primary case. To upload the PDF, the following steps will be used:
 - a. Click on the Attachments Tab on the main page of the JusticeTrax Case

File Search Analysis Transfer Administration Utilities Help

Case DSS-23-003896 (23017843)

Case Info Agency offense Individuals Evidence Requests Attachments

Created On: 07-10-2023 09:31:48 AM
Restricted On:
Closed On:
Security Level: N/A

By: Cello, Peter
By:
By:
Status: Open

Synopsis:
Shots Fired

Related Cases

Case	Local Case #	Notes	Related By
DSS-20-003776	2023405	NNCTC PDF DSS-23-3896	Walsh, John
DSS-20-004688	2027180	NNCTC PDF DSS-23-3896	Walsh, John
DSS-20-005172	2030036	NNCTC PDF DSS-23-3896	Walsh, John
DSS-22-003610	2200016024	NNCTC PDF DSS-23-3896	Walsh, John

- b. This will open up the “Attachment” window. Right click on the Report Folder.

File Search Analysis Transfer Administration Utilities Help

Case DSS-23-003896 (23017843)

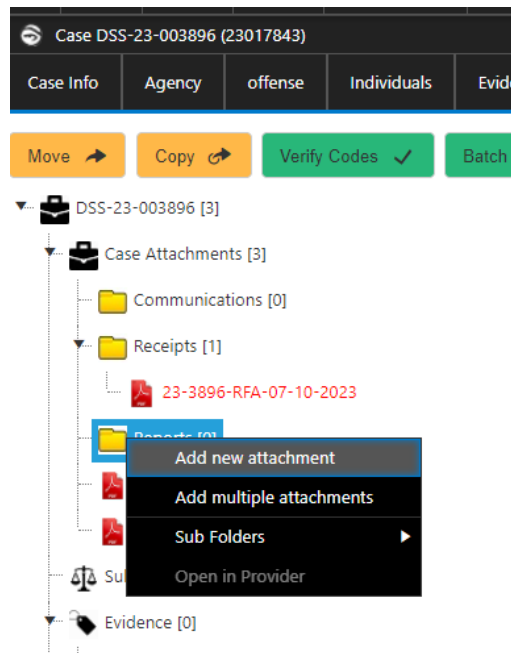
Case Info Agency offense Individuals Evidence Requests Attachments

Move Copy Verify Codes Batch Review Batch Print Send

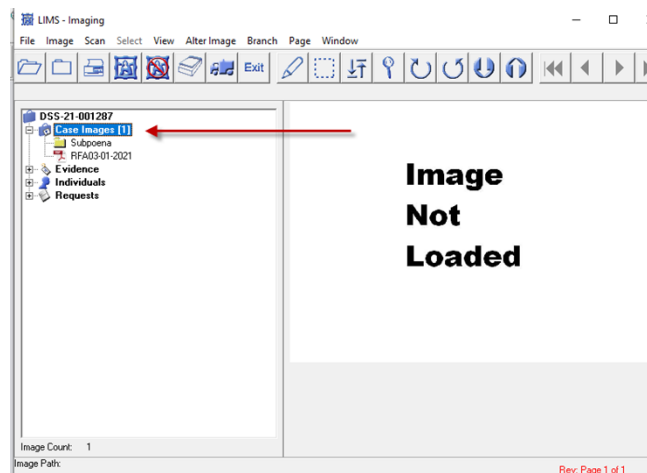
DSS-23-003896 [3]

- Case Attachments [3]
 - Communications [0]
 - Receipts [1]
 - 23-3896-RFA-07-10-2023
 - Reports [0]
 - CSP DSS-23-3896 001-4 (NO LEAD)
 - CSP DSS-23-3896 001-9 (4 LEADS)

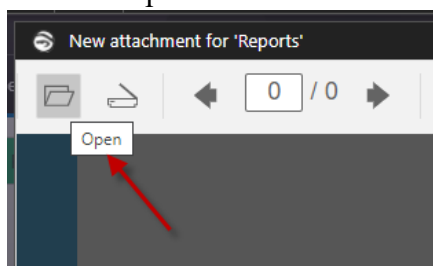
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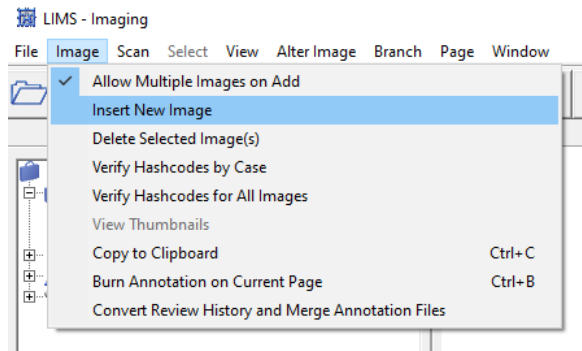


c. Click on the “Add new attachment”.

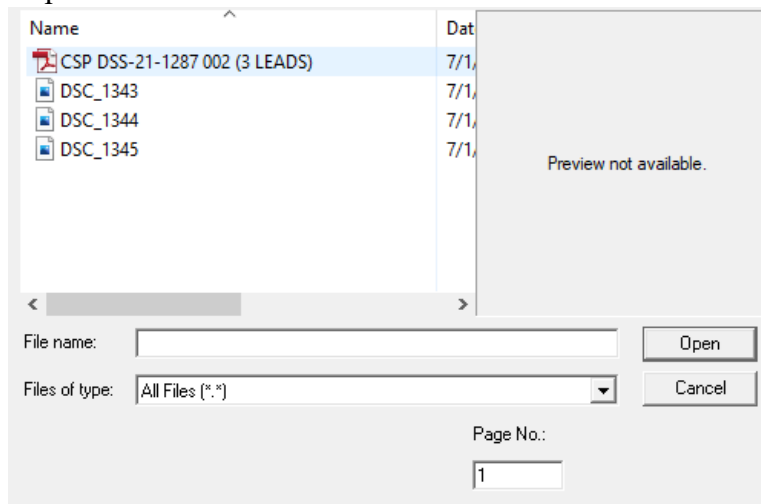


d. This will open the New Attachment window. Select the “folder” icon.

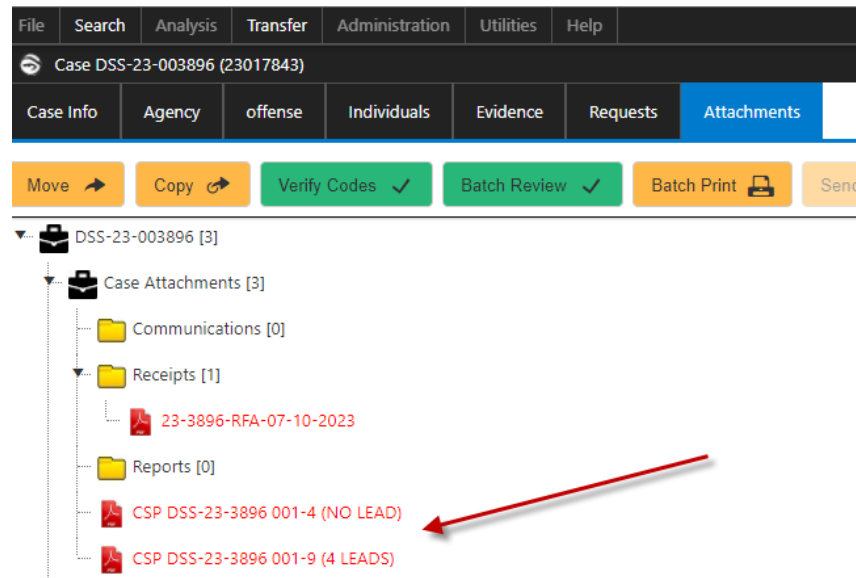


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- e. A window will open up to locate the PDF file to insert. Select the file and then hit “Open”. This will attached the PDF file to JusticeTrax.



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- f. A note will be added to the Related Laboratory Case area when relating the case “NNCTC PDF DSS-YY-NNNN”. The acronym DSS-YY-NNNN is an example of the format that will be used to indicate that the PDF is located in the primary/main case.

Related Laboratory Cases			
Case	Local Case #:	Notes	Related By
DSS-21-002446	2100039839	NNCTC PDF DSS-21-2386	Lucinda A. Lopes-Phelan

- g. In the case of a Discovery or FOIA request, Case Management and Evidence Receiving will be aware that this information is located in the Case Images location of the primary/main case.

Leads to Non DSS Cases:

1. In the event that the lead is to a case entered by the Police Department, the analyst will not be able to link the case in the “Related Laboratory Case” field in JusticeTrax. In this type of circumstance, the analyst needs to add the information of the lead in the “Synopsis” field.

FA SOP 22-Appendix A NIBIN Simplified Report

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JusticeTrax LIMS-plus Current User: Lopes-Phelan, Lucinda A. Current La

File	Search	Analysis	Transfer	Administration	Utilities	Help
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Case DSS-23-004259 (23019746)

Case Info	Agency	offense	Individuals	Evidence	Requests
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Created On: 07-24-2023 09:14:20 AM
Restricted On:
Closed On:
Security Level: N/A

Synopsis:

Shots fired
Hartford PD related case HTFD 23-019759 CE JW 7-27-23
Waterbury PD related case 2300064409 JW 7-27-23
MA-Springfield PD related case 22-05427 JW 7-27-23

Related Cases

Case	Local Case #:
No records to display.	

Administrative Reviews

For NIBIN – Electronic Signature requests, the technical reviewer should also evaluate the case file and draft report for administrative requirements. The Technical Reviewer should also complete the Administrative review on the TR/AR review sheet of these case files and update the milestone in JusticeTrax to indicate that the Administrative Review was completed.